



UNIT SUPERVISOR (SAFETY)
Final Filing Date: FEBRUARY 15, 2007

PROMOTIONAL – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL-PROMOTIONAL-SPOT FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA STATE PRISON – SACRAMENTO
MULE CREEK STATE PRISON

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with:
California State Prison-Sacramento
Attn: Personnel/Linda Keener
PO Box 290010
Represa, CA 95671-0010

or In person with:
California State Prison-Sacramento
Personnel/Linda Keener
100 Prison Road
Represa, CA 95671

If you are personally delivering your application, you must do so between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.
NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS February 15, 2007 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during February/March 2007 at the California State Prison - Sacramento.

SALARY RANGE(S) As of: January 16, 2007
\$4,374.00 - \$5,266.00

MINIMUM QUALIFICATIONS

Either I

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nursing.

Or II

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technicians.

And

Experience: One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B or Senior Psychiatric Technician classification in the direction of the nursing services for a California developmental center, State hospital, Psychiatric Program, or correctional facility level-of-care unit during a shift.

Special Personal Characteristics: Willingness to work at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities; demonstrated leadership ability; sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders; tact; patience; and emotional stability.

Special Physical Characteristics: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

Applicants must show their License number, title, and expiration date on their Examination Application (Std. Form 678).

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- Knowledge of:**
- 1. Fundamental nursing care and pharmacology
 - 2. Legal aspects of patient care
 - 3. General psychiatric nursing theory and practices
 - 4. Techniques in the care and treatment of developmentally or mentally disabled, or developmentally or mentally disordered offenders
 - 5. Principles and practices of ward or unit management
 - 6. Principles and techniques of effective supervision
 - 7. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

- Ability to:**
- 1. Supervise the work of level-of-care personnel
 - 2. Establish cooperative working relationships between various disciplines
 - 3. Manage a developmental center, State hospital, Psychiatric Program, or correctional facility level-of-care unit
 - 4. Follow directions
 - 5. Analyze situations accurately and take prompt, effective action
 - 6. Keep records
 - 7. Develop clear and concise reports
 - 8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A departmental promotional spot eligible list will be established to fill vacancies at the California State Prison - Sacramento. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

The **Unit Supervisor (Safety)** at developmental centers, State hospitals, Psychiatric Programs, or correctional facilities, will supervise psychiatric technician and related nursing staff; administer the routine psychiatric and developmental nursing services of a unit; coordinate the work and the staff of a unit and work as a liaison between unit staff on different shifts; train and develop shift leads and instruct level-of-care nursing personnel in nursing, habilitation, and rehabilitation techniques for developmentally or mentally disordered offenders; and do other related work.

Positions exist at California State Prison–Sacramento and Mule Creek State Prison with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact Linda Keener, Exam Analyst, at (916) 985-8610, extension 5335, three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS
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